

Employee Suggestion No. 897

**A Summary of the Suggestion:**

The suggester proposes that the Routing and Record Sheet, Form 51-10, be revised to include the listing of telephone extensions by originating offices in order to provide for the following:

- (a) facilitate processing of incoming dispatches.
- (b) eliminate countless telephone calls made to ascertain with whom one must confer on material involved.
- (c) saving of employee time spent in searching files for subject identification and unnecessary memoranda when a telephone call would suffice, which would be facilitated by the extension listing.

**B Evaluation of Concerned Offices:**

The Records Management Division, Management Staff, has supplied the following evaluation to the Committee:

"1. This is an excellent suggestion. It can be implemented at negligible expense. Once effected it will result in continuing Headquarters-wide savings without further cost. Estimating the possible savings is difficult since it will not always be necessary to indicate a telephone extension. However, one could conservatively assume that general application of the suggestion throughout Headquarters could save one hour a day or approximately 250 hours yearly. Assuming average savings accrued at the GS-9 level (\$2.43 per hour), annual savings of \$608 could be realized.

2. Our Staff will implement the suggestion by:

a. Revising the Routing and Record Sheet, Form No. 51-10, when it is next reprinted.

b. Including in the Correspondence Handbook instructions for placing telephone extensions on Form No. 51-10.

3. The Regulations Control Staff does not feel that the suggestion justifies implementation by an Agency notice.

4. The Security Control Staff, Security Office, does not feel that the placing of telephone extensions on Form 51-10 will constitute a security hazard."

**C Recommendation:**

Please note Paragraph 1 of the above evaluation. It would appear that the estimate of one hour a day throughout the Agency would be a very conservative one. Judging from several individuals in various offices to whom inquiry has been made, the estimated time saved in looking up telephone extensions, calling Telephone Information, and other methods of searching, could amount to several times more than that estimated in some of the larger offices of the Agency.

Employee Suggestion No. 793

A Summary of the Suggestion:

The suggester proposes that the reference number of the basic document be inserted on enclosure abstracts processed by Records Integration Division, DD/P. Adoption of the proposal would result in a substantial saving of time in the Analysis, Files, and Numbering Sections of the RI Division.

B Suggester's Estimate of Benefits:

In cases where the analyst finds his reference to be an enclosure, having the basic reference on that enclosure would eliminate the necessity of going to the classified sections of NU files to locate the basic abstract which, in some cases, is not always found in Files. It would also eliminate the practice of making enclosures to documents which are themselves enclosures causing the file clerks loss of time as these references do not agree with the basic document and the file clerk must return these to NU as incorrect or duplicates. The same situation exists in NU in servicing and telephone calls or references that are enclosures, since two searches have to be made to determine the right source. The proposed procedure would also simplify tracking down wrongly numbered enclosures. By having the basic reference on all enclosures, it would make it possible to solve these problems without difficulty. It would be especially helpful on operational material where the absence of the classified subject makes it impossible to locate the document.

C Evaluation of Office Concerned:

The Chief, Records Integration Division, has advised the Committee of the following:

The employee's suggestion has been reviewed in RI and is considered to possess merit worthy of adoption. The savings resulting from this suggestion could not be measured in terms of cash, but would be found in a reduction of congestion in cramped office areas, more complete documentary references, and document processing facility. Records Integration is agreeable to placing this suggestion into practice.

The Deputy Chief, RI, has reported that a saving of time of employees from grades GS-5 to 11 has been effected. In discussing with him the relative merits of two other employee suggestions adopted by RI, as compared to this one, it was determined that Level D of the Scale of Awards for suggestions with intangible benefits would be most appropriate.

D Recommendation:

In view of the above determination, it is recommended that the Committee consider an award in keeping with that Scale.

Employee Suggestion No. 705

A Summary of the Suggestion:

The suggester proposes that Agency restrooms be cleaned at regularly scheduled periods in order that the time of employees can be conserved in going from room to room only to find them closed for cleaning. A varied number of visits are made during the workday by charworkers, but with no apparent schedule sequence at any time. A "Closed" sign is displayed on the door when the room is being cleaned, but is not easily seen until the room is reached often necessitating a return trip, or more frequently, retracing steps to a room in the opposite direction or continuing to a room even farther away.

A definite cleaning schedule would familiarize employees with regard to the intervals when each room will be out of use. If this is not possible, a white or brightly-colored post or sign could be placed outside of the closed room. Adoption of one of the above would conserve employee time and promote employee convenience and welfare.  
(See attached diagram.)

B Evaluation of Concerned Office:

In the initial evaluation to the Committee the following information was supplied by the Logistics Office.

"Discussions with appropriate officials of the Public Buildings Service indicated that schedules for this type of service could not be established. This decision was based on data gathered over many years of experience in servicing public buildings. Numerous unforeseen conditions, occurring almost daily, within and without the rooms demanding immediate attention by the char personnel prohibit time schedules.

The use of bright colored standards, or as an alternate, signs placed at right angles to the door, has merit worthy of further consideration. This Office will forward the corresponding portion of the suggestion to the PBS for exploration and possible adoption."

In a letter dated 12 April 1954, the General Services Administration advised the Logistics Office that the use of a bright

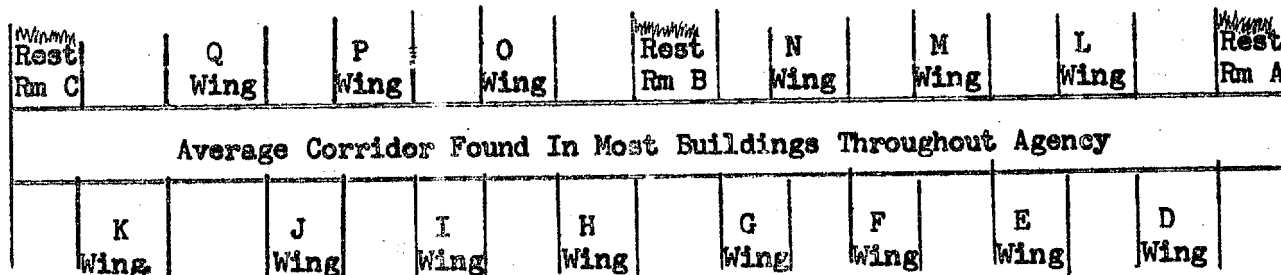
colored standard or signs to denote closed restrooms due to servicing was tested by that agency and found to be a safety hazard. However, as an alternate method, the General Services Administration further advised that,..."We have decided to completely eliminate the problem by placing all toilet cleaning on the night shift. The change-over is now in progress in your buildings."

The Logistics Office in its final evaluation informed the Committee that the suggestion is being adopted for use, indicating that the Public Buildings Service has accepted that portion of the suggestion which refers to the scheduling for cleaning.

C Recommendation:

It is recommended that the Committee consider an award under Level D of the Scale of Awards since a beneficial action to the Agency as a whole resulted from the adoption of a suggestion.

The Following Diagram Pictures Probable Vexation  
Encountered By Employees



Employees perplexed with the recurrence of situation emerge from pictured Wings I, J, O, P, and Q (particularly) approach corridor - stop - and wonder which rest room will be open. When an attempt is made on rest room "B" only to find it closed, steps must be retraced to rest room "C" or additional steps taken to rest room "A". Should first choice be rest room "C" only to find it closed, steps must be retraced to rest room "B".

The identical situation, slightly transposed, occurs in pictured Wings E, F, L, M, N.

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Summary of SuggestionEvaluation of Concerned Offices

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The suggester proposes that a separate branch be set up within one of the technical support divisions charged with the responsibility of the physical preparation of all materials to be cached by any of the Agency divisions. This would prevent the present high rate of spoilage and result in material savings to the Agency.

The Office of Chief, Admin Division/ TSS has advised the committee that there is now two units within TSS; one which handles the packing of materials to be cached, and the other doing research on the problems involved. They do not feel that any improvement would result from the merging of these two units into a branch. They also feel that losses due to improper caching have been due to reluctance on the part of overseas stations to discuss fully their problems with TSS. This evaluation of TSS was concurred in by the PM Staff. In summary, TSS believes that the suggestion is already in effect and no part of the suggestion makes an added contribution.

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The suggester proposes that in order to reduce the number of unnecessary outside phone calls placed through office telephones, a series of posters be placed throughout the Agency reminding the reader that each personal call represents a cost to the Agency, and at the end of each month each major office would be given a breakdown of the number of outside calls they made, showing the volume and cost of telephone service.

The Chief, Telephone Section, Logistics, has reported to the Committee that the cost of printing the posters suggested and the cost of determining the monthly Agency phone bill by major Offices would outweigh the values gained. Therefore, adoption of this suggestion is considered impractical.

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- 577 The suggester proposes the maintenance of a log of all incoming dispatches received from the State Department in order to reduce the manhours required in the searching of backlogs by disseminators, and to serve as a security control measure.
- The Office of Collection and Dissemination has advised that the situation has changed since this suggestion was originally submitted and that dispatches are now being received more directly from State which has resulted in a cut of distribution time within the Agency by as much as a week. Additionally, OCD estimates that in order to implement the suggestion a full-time clerk would be required. In their opinion the proposed result is not commensurate with the expenditure which such service would entail.
- 584 The suggester proposes tapping Agency telephones and penalizing those individuals revealed giving classified information over the telephone.
- The Office of the Director of Security has reported to the Committee that inasmuch as the tapping of telephones wires is illegal, it would be unlawful to implement the suggestion at this time. The mere installation of "House" phones, not connected to outside lines would not make them immune to tapping and for that reason would not be secure.
- 592 The suggester proposes that Agency should install new orientation and counseling services which, through the techniques of rating scales, orientation sessions, etc., will serve to heighten employee morale and job motivation.
- The Plans, Research and Development Staff, Personnel Office, feels that inasmuch as the Agency has in operation many services and programs directed towards improving employee morale and a Personnel Evaluation Report system, this suggestion is not feasible and its adoption is not contemplated by the Personnel Office.

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Summary of Suggestion

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The suggester proposes a new procedure for handling CSDB documents in FDD. He would eliminate the two slips now attached and keep a record in FDD/BR showing the location and date sent of each CSDB document. This would save the Agency the cost of the slips and the time involved in mimeographing and filling them out. It will improve the efficiency and speed in routing each CSDB document.

Evaluation of Concerned Offices

The Office of Collection and Dissemination has advised the Committee that this suggestion would create no appreciable saving of costs, and the handling time would be approximately the same. The Foreign Documents Division, OO, believes the present system is an improvement over this suggestion. Therefore it would appear that adoption of the suggestion at this time is impractical.

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The suggester proposes that a new division be created in ORR to be called the Energy Division and to be composed of the Electric Power, Solid Fuels, Petroleum and Nuclear Energy Branches. This would put all sources of energy into a simple division, and it would remove the nuclear

Assistant Director for Research and Reports has advised the Committee that inasmuch as the Industrial Division is responsible for all military end items, and the primary use of nuclear materials by the Soviets is in the production of atomic weapons, it is felt that the Nuclear

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Summary of Suggestion

665 Energy Branch from the Industrial  
con'd Division, where it lacks affinity.

668 The suggester proposes that Records  
Integration Division discontinue using  
the present Endorsograph machine and  
replace it with a Postal Cancellation  
machine, which would be more  
efficient, faster, and in the long  
run less expensive.

670 The suggester proposes that technical  
and scientific dictionaries be  
published in Foreign Language-English,  
especially those of the Soviet Satellites  
and other rare languages, in  
order to reduce the manhours spent  
by translators in looking for correct  
translations of a foreign word to  
fit in English.

Evaluation of Concerned Offices

Energy Branch properly comes under  
the Industrial Division. To remove  
Electric Power, Solid Fuels and  
Petroleum from the Materials  
Division to create a new division  
would create additional costs as  
an additional administrative hierarchy  
and there is no indication that  
morale or operational efficiency  
would be improved. Therefore,  
it would appear that adoption of  
the suggestion at this time is  
impractical.

The Management Staff has advised  
the Committee that tests made on  
Postal Cancellation machines do  
not agree with the suggester's  
recommendations. Therefore, it  
would appear that adoption of this  
suggestion is impractical at the  
present time.

The Office of Collection and Dissemination,  
CIA Library, reports that this  
suggestion is already in effect,  
and no part of this suggestion  
makes added contribution. A year  
ago the NSCID-16 Advisory Committee  
on Foreign Language Publications  
initiated an inventory of lexical  
material including dictionaries  
in languages most important to  
intelligence and in order of  
priority.

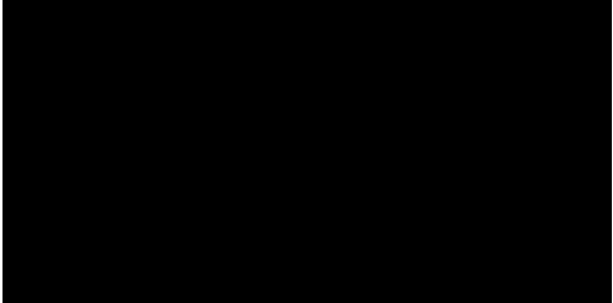
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Summary of Suggestion

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The suggester proposes a method of handling individual items of informa-



date."

Adoption of the above would significantly decrease the amount of classified material collected by individual analysts and result in substantial savings in safe storage space.

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The suggester proposes the use, by Transportation Branch, Logistics Office, of qualified heavy equipment semi-trailer operators for all trips involving the numerous mobile installations of Commo outside of the Washington area instead of the present plan of using inexperienced Commo engineer-drivers. He believes such would reduce the "blowing of cover" in the event of accidents as well as minimizing possibility of accidents.

Evaluation of Concerned Offices

The Office of Research and Reports has advised that the suggested method is almost entirely unrelated to the needs of ORR and believes that all items must be kept together in the particular file. That Office feels that the method would be administratively burdensome without reducing security hazards or contributing to the research effort.

The Engineering Division, OC, believes that the engineers and operators who use this equipment in the field must also be qualified to take vehicles wherever needed, therefore a training problem is solved by using them as drivers. It is also believed that no security hazard, as implied by the suggester, exists insofar as accidents occurring when in transit as the Security Office has stated that regardless of whether the driver is from Commo or Logistics there is no alternative to admitting connection with CIA in the event of an accident. The Logistics Office has advised that the normal day-to-day operation of such organic equipment is rightfully the responsibility of the component concerned as dictated by technical and operational circumstances.



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Summary of Suggestion

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The suggester proposes that a more positive individual identification system be installed regarding entrance to restricted buildings. This consists of the installation of three machine units and personal identification would consist of the matching of three human digits against a card file of pre-recorded digits. This would eliminate the badge system and materially increase the security of restricted buildings.

Evaluation of Concerned Offices

The Director of Security reports that, while the theory of an identification system based upon hand measurements is not new, there is no machinery today available to implement such a system, so it is impossible to determine what the cost of this system would be and could well be prohibitive in relation to the additional security obtained. In connection with just the operation of the machines, routine mechanical difficulties would impede the entrance and exit of all personnel until the machinery was functioning again. It would increase the time required for large numbers of personnel to flow in and out of the various buildings. Therefore, it would appear that, until some private concern develops the necessary equipment and further comparison could be made, adoption of the suggestion at this time is impractical.

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The suggester proposes that CIA adopt a policy on maternity leave similar to that in effect in the Department of Defense, particularly in the Department of the Army, which states "personnel are allowed ten weeks leave for maternity purposes, four weeks to be taken before the child is expected (if possible) and six weeks after the birth. It is required that the entire ten weeks be taken. If additional leave is necessary, a doctor's certificate is required for every two weeks period for which leave is requested." A uniform limited maternity leave preventing extended leave without pay absences would alleviate burdening remaining employees understaffed in offices, thereby improving morale and efficient operations.

The Personnel Office has advised that Civilian Personnel Regulation LI.4 of the Department of the Army gives no limitation to the amount of sick and annual leave for maternity reasons. Inasmuch as an employee is legally entitled to the use of accrued and accumulated sick leave when incapacitated for duty by reasons of pregnancy and confinement, it appears that the Agency's current policy of approving such leave when supported by a medical certificate and mutually agreed upon between the employee and the appropriate supervisory officials can be so administered to minimize the majority of problems.

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Summary of Suggestion

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The suggester proposes that when an automobile accompanies an employee overseas, a reduced round-trip ticket good for one year be purchased for the car. Suggester believes that this ticket can be extended for more than one year and is also transferable. This would materially reduce the cost of transporting automobiles back to the United States and if it is not used can be redeemed from the shipping company.

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The suggester proposes that the Agency install a micro-film and viewer system for the more rapid dissemination of information within the Agency. While the original cost would be large, the saving would result from greatly reduced space requirements for file space, reduction in the number of safes needed, and reduction in the time necessary for analysts to do specific research.

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The suggester proposes that the surplus tape on the Language Training Laboratory reels be reduced, thereby saving the cost of the surplus tape.

Evaluation of Concerned Offices

The Office of Chief of Logistics reports that in rare cases does an automobile accompany an employee overseas, the US Lines emphatically deny that extensions over the one year period are granted, and that transfer of the return ticket to another automobile or passenger is prohibited. Therefore, it would appear that adoption of this suggestion is impractical.

The Office of Collection and Dissemination has advised the Committee that research has been under way for three years and special machinery has been developed for the implementation of a program similar to this suggestion. Therefore, it is believed that the suggestion is already in effect and no part of the suggestion makes an added contribution.

The Chief, Instructional Services Staff, and the Chief, External and Language Training Division, Office of Training, have reported to the Committee that the cost of the empty spools and the value of the labor involved would more than off-set any monetary savings. Therefore, it would appear that adoption of this suggestion at this time is impractical.

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SECRET

Summary of Suggestion

Evaluation of Concerned Offices

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The suggester proposes that an individual security check-list be included in the security practices of each office to improve Agency security.

The Chief, Security Division, SO, has reported to the Committee that inasmuch as there is an adequate security check-list already in operation throughout the Agency, there is no additional merit to this suggestion.

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The suggester proposes that a forms catalog be issued, showing all forms in use by the Agency. This would help those offices who are continually developing their own forms to know what forms are already available.

The Management Staff has reported to the Committee that this suggestion was previously considered and rejected. There is now a forms index showing all Agency forms available for interested personnel. This IBM index is more flexible and cheaper than the one proposed by the suggester. Therefore, it appears that adoption of this suggestion would be impractical.

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The suggester proposes that a new GSA wax be used for the floors of [REDACTED] thereby improving the working atmosphere through the improved cleanliness of the building. The use of this new wax would be more economical in that less applications are required.

The Logistics Office has advised the Committee that the wax proposed in the suggestion is no longer available, and that by law the Agency must accept the wax issued by the GSA. Therefore, it is impossible to implement this suggestion, worthy as it is.

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The suggester proposes that an Industrial Television System be installed by the Agency to be used in conjunction with the examination of persons by psychiatrists in the covert scrutiny of persons, and enabling one person to guard larger areas through TV monitors.

The Offices of Chief, Medical Staff, Chief of Admin (DD/P), Director of Security, and TSS/Admin Staff have advised the Committee that this suggestion has been under consideration for some time and that no part of the suggestion makes an added contribution. TSS believes that to warrant any special recognition, suggested applications of television use would have to represent a new technique for solving a very specific problem, or they would have to open up a new field of thought.

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Summary of Suggestion

- 770 The suggester proposes that Chinese names be transmitted by the Chinese numerical equivalent of the Chinese characters from the cable code book in order to effect savings in cable costs.
- 774 The suggester proposes a new form for use in the Office of Chief, USSR Sec-  
25X1A [REDACTED] which they are now using. This form presents the information requested in a convenient and efficient manner.
- 776 The suggester proposes that more publicity within the Agency be given the Audio Support Division of TSS, as it is felt that too many persons are ignorant of the extent of work done by TSS/ASD and do not utilize it fully.

Evaluation of Concerned Offices

The Office of Communications has advised the Committee that while initial appearances indicate a savings of group count, further study reveals that when as an example, a name is used a second or third time, the present system is by far shorter. Therefore, it appears that adoption of this suggestion would be impractical.

The Chief, [REDACTED] 25X1A  
OCD, has informed the Committee that this suggestion resulted from a request of the Branch Chief to the suggester to prepare such a form and was within the job responsibilities of the individual. Therefore, in the opinion of the above, it would appear that a commendatory letter would be most suitable.

The Office of TSS/Admin Staff reported to the Committee that this suggestion was already in effect and that greater emphasis will be continued to be placed on the dissemination of such activities. The need for such publicity for the entire TSS was recognized some time ago within the Staff, and an information program is now slowly gathering momentum. Present personnel ceilings make it most difficult to recruit the necessary personnel to accomplish such a program.

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Employee Suggestion No. 734

Summary of Suggestion:

The suggester makes two proposals: first, that all documents be reviewed in the RI files room; and second, that all informational data on individuals mentioned in documents on suspected personnel be included on that card with a statement stamped, "All Data on This Person Appears on Card."

Proposal would:

1. Eliminate the need for Name Tracers to search for documents outside of RI.
2. Save Name Tracers the time from reviewing in-numberable documents.

Evaluation of Concerned Offices:

The Office of DD/P Admin has advised the Committee that proposal (first) has some merit, inasmuch as RI endeavors to have documents reviewed in the file room and contemplates expanding the file room, but inasmuch as a great amount of current pouch material will necessarily be in transit and a lesser portion of material will be retained by the Divisions and Staffs because of sensitivity, further implementation of proposal (first) cannot be enforced. Proposal (second) is considered to be impractical as it has been found that the true index card as used in RI is more efficient in that it involves a minimum of typing effort and best serves intelligence needs by directing case officers to the original source of information. Therefore, it would appear that adoption of proposals (first and second) at this time is impractical.

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Summary of Suggestion

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The suggester proposes that routing cards be removed from documents before filing, thereby gaining additional filing space.

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The suggester proposes that the sign placed on safes reading "open" have printed on the reverse side a sign reading "locked". This would be an added measure of security.

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The suggester proposes that liaison conferences on procurement of supplies be held between TSS, [REDACTED] and Commo. This would prevent the over-stocking of certain items and improve the efficiency in distribution of critical items on short notice. The elimination of duplication in purchases of items for stock would result in monetary savings and subsequent smaller overall inventory stock.

Evaluation of Concerned Offices

The Office of the CIA Librarian and the Office of Chief, Records Management have advised the Committee that they have no control over the routing card or document when it has reached the final office. Therefore, those offices that wish to may remove the card, but the evaluating offices do not believe the practice should be made mandatory. Therefore, it appears that adoption of this suggestion at this time would be impractical.

The Chief, Security Division, SO, has reported to the Committee that it is the opinion of their Office that this suggestion, if adopted, would create a false sense of security, thereby possibly resulting in more security violations. Therefore, it would appear that adoption of this suggestion at this time is impractical.

The Offices of Chief of Administration (DD/P), AD/Commo, and AD/O have advised the Committee that this suggestion has been in effect and that no part of this suggestion makes added contribution. For example, a machine-run Stock Status Report is published weekly by the Office of Logistics and made available to TSS, [REDACTED] and Commo. This report gives all concerned complete information about availability of items in stock.

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Summary of Suggestion

Evaluation of Concerned Offices

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The suggester proposes that lamp bulbs of a higher voltage rating than the actual service voltage at the installation. This would give a better degree of illumination uniformity and would reduce the number of lamp bulbs having to be replaced, even though the initial cost of each bulb would be higher. In areas where corridor lights are not controlled by locked switches the life of the bulb is greatly affected by the frequent switching surges and may have only secondary involvement in the number of hours of actual use.

The Logistics Office advised the Committee that the Public Bldgs. Service, custodians of public buildings, are completely cognizant of the fact as set forth in the suggestion and have now established the procedure of substituting 130 V lamps in place of 120 V lamps. In their opinion, suggester has presented a factual suggestion which will not result in monetary savings, but is a most commendable suggestion.

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Suggester proposes that the Agency telephone book be improved by the addition of names in organizational structures down to the branch level. By being able to contact the proper person the first time, increased efficiency, time savings, and the proper utilization of services will be improved.

The Director of Security has advised the Committee that it is their opinion that the inclusion of names as recommended goes beyond the limits of proper security, and therefore, adoption would be impracticable.

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